

**Jones, Danny**

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**From:** Jones, Danny  
**Sent:** Tuesday, October 11, 2016 10:56 AM  
**To:** 'cap@capfla.com'  
**Cc:** Little, Rickey; Mealy, Dean; 'jmellies@capfla.com'; Gagnon, Jeff; Frazier, Jackie P  
**Subject:** FW: Riviera Beach Invoice for September Services  
**Attachments:** Project 000127000.00 Invoice 0003922 (sept).pdf

Mr. Penin,

As discussed yesterday afternoon, I need detailed backup information in order to approve payment for the invoices you submitted on behalf of C.A.P.

I need to know what jobs or plans were being reviewed or inspected for the number of hours submitted.

I will also use this information to analyze the amount of time spent on the various levels of plans submitted and the inspections completed.

The City cannot over pay for services not rendered nor should we not properly compensate CAP for services provided.

Detailed invoices must be a part of the checks and balances in this business relationship.

I would like to have the requested information by close of business on Friday so that the proper attention can be provided to compensate CAP accordingly.

Thanks,

Danny D. Jones  
Interim City Manager  
[ddjones@rivierabch.com](mailto:ddjones@rivierabch.com)

**From:** Little, Rickey  
**Sent:** Tuesday, October 11, 2016 7:41 AM  
**To:** Jones, Danny <[ddjones@Rivierabch.com](mailto:ddjones@Rivierabch.com)>; Gagnon, Jeff <[Jgagnon@Rivierabch.com](mailto:Jgagnon@Rivierabch.com)>  
**Subject:** Fwd: Riviera Beach Invoice for September Services

Here is the invoice from C A P

Sent from my iPhone

Begin forwarded message:

**From:** Jennifer Mellies <[jmellies@capfla.com](mailto:jmellies@capfla.com)>  
**Date:** October 10, 2016 at 3:18:03 PM EDT  
**To:** "[rlittle@rivierabch.com](mailto:rlittle@rivierabch.com)" <[rlittle@rivierabch.com](mailto:rlittle@rivierabch.com)>  
**Cc:** "Carlos A. Penin" <[cap@capfla.com](mailto:cap@capfla.com)>, Joseph Kajak <[jkajak@capfla.net](mailto:jkajak@capfla.net)>  
**Subject:** Riviera Beach Invoice for September Services

Mr. Little,

Attached you will find a certified copy of our September Plan Review & Inspection Services invoice from CAP Government. If you should have any questions please feel free to contact me at the number listed below or via email.

Thank You,

Jennifer

**Jones, Danny**

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**From:** Mealy, Dean  
**Sent:** Monday, October 17, 2016 7:28 PM  
**To:** Jones, Danny  
**Subject:** CAP

Mr. Jones,

My office had scheduled a meeting with CAP for this afternoon which they had agreed to attend to discuss billing. Considering that we have a pending contract with them to go before Council this Wednesday, I believe we need to talk before making final recommendation for award. I am not comfortable in my recommendation based on recent activity.

Dean



**Dean Mealy, II**

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**City Purchasing Manager**

2051 MLK Blvd. Suite 310 | Riviera Beach, FL 33404

**P. 561.845.3477 | C. 561.402.5499**

[dmealy@rivierabch.com](mailto:dmealy@rivierabch.com)

Customer Care is my priority. How am I doing? Please contact my Director, Randy Sherman at [rsherman@rivierabch.com](mailto:rsherman@rivierabch.com) with feedback.

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**Jones, Danny**

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**From:** Gagnon, Jeff  
**Sent:** Monday, October 24, 2016 4:31 PM  
**To:** Jones, Danny; Monroe, Luecinda J.  
**Cc:** Mella, Elvis; Spradley, DeAndrae L.; buildingofficialtemp  
**Subject:** Memo To CM on CAP Govt. Inc Computer Log In  
**Attachments:** Memo To CM on CAP Govt. Inc Computer Log In.pdf

Good afternoon Mr. Jones,

During this morning's Community Development Dept. staff meeting, there was discussion on the potential need for city computer login credentials for CAP Government, Inc. employees. Please see memo attached. Thank you.

Jeff Gagnon, AICP - Assistant Director of Community Development - City of Riviera Beach, FL 33404 - [JGagnon@RivieraBch.com](mailto:JGagnon@RivieraBch.com) -  
Phone: (561)845-4037 - Fax: (561)845-4038 - [www.rivierabch.com](http://www.rivierabch.com)

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**Jones, Danny**

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**From:** Gagnon, Jeff  
**Sent:** Wednesday, October 26, 2016 9:52 AM  
**To:** Mealy, Dean  
**Cc:** Jones, Danny; Little, Rickey  
**Subject:** CAP Employee Time Log  
**Attachments:** CAP Employee Time Log.xlsx

Good afternoon,

Per our conversation yesterday, please see a draft time log for CAP to utilize. Is there any other info needed to be reported? Once you determine that this format is acceptable, I will provide to CAP.

Jeff Gagnon, AICP - Assistant Director of Community Development - City of Riviera Beach, FL 33404 - [JGagnon@RivieraBch.com](mailto:JGagnon@RivieraBch.com) -  
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**Jones, Danny**

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**From:** Mealy, Dean  
**Sent:** Tuesday, November 01, 2016 1:35 PM  
**To:** Jones, Danny  
**Subject:** RE: CAP Employee Time Log

Mr. Jones,

1. Invoices – they are (CAP) are updating the invoices to the form created by Jeff. They have a hard deadline of this Thursday.
2. New agreement is ready. Was holding it until the invoices were correlated to the inspections which ties into number 1.
3. And yes the changes were incorporated.

Dean

**From:** Jones, Danny  
**Sent:** Tuesday, November 1, 2016 1:21 PM  
**To:** Mealy, Dean <dmealy@Rivierabch.com>  
**Subject:** FW: CAP Employee Time Log

Mr. Mealy,

What is the status of the CAP agreement?

Were the changes we discussed incorporated into the agreement and the employee log sheet implemented?

What is the status of the previous invoices?

Danny D. Jones  
Interim City Manager  
[ddjones@rivierabch.com](mailto:ddjones@rivierabch.com)

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**Cc:** Jones, Danny <ddjones@Rivierabch.com>; Little, Rickey <rlittle@Rivierabch.com>  
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**Jones, Danny**

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**From:** Jones, Danny  
**Sent:** Tuesday, November 01, 2016 1:53 PM  
**To:** Mealy, Dean  
**Subject:** RE: CAP Employee Time Log

Please stay engaged with CAP

Danny D. Jones  
Interim City Manager  
[ddjones@rivierabch.com](mailto:ddjones@rivierabch.com)

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**Jones, Danny**

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**From:** Wood, Randy  
**Sent:** Thursday, November 03, 2016 10:37 AM  
**To:** Mealy, Dean  
**Cc:** Jones, Danny  
**Subject:** FW: CAP GOVT Log Sheets for August & September  
**Attachments:** CAP Employee Time Log - August.xlsx; CAP Employee Time Log - September.xlsx

Dean,

Attached Employee Time Logs for August & September provided by CAP is forwarded for our use & information.



**Randy Wood**

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**Contract Administrator**

2051 MLK Blvd, Suite 310 | Riviera Beach, FL 33404

P. 561.845.3480 | C. 561.303.9871  
rwood@rivierabch.com

*Customer Care is my priority. How am I doing? Please contact my*

*Manager, Dean [Mealy@dmealy@rivierabch.com](mailto:Mealy@dmealy@rivierabch.com) with feedback.*

**From:** Jennifer Mellies [mailto:jmellies@capfla.com]  
**Sent:** Thursday, November 03, 2016 6:40 AM  
**To:** Wood, Randy <Rwood@Rivierabch.com>  
**Cc:** Carlos A. Penin <cap@capfla.com>  
**Subject:** CAP GOVT Log Sheets for August & September

Mr. Wood,

As requested here are the log sheets for August and September. I have completed as much as I could with the information provided. Please know that after speaking with you we created a new worksheet for the guys to use on a daily basis so that we can make sure to capture all of the information requested moving forward. Please let me know if I can be of any further assistance in this matter.

Thank You,  
Jennifer



cap government

**Jennifer Mellies**

Comptroller

O 786.515.0969

F 305.448.1712

C 954.661.6871

[www.capfla.com](http://www.capfla.com) | [jmellies@capfla.com](mailto:jmellies@capfla.com)

343 Almeria Avenue, Coral Gables, FL 33134

**Jones, Danny**

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**From:** Spradley, DeAndrae L.  
**Sent:** Thursday, November 10, 2016 4:38 PM  
**To:** Wood, Randy; Gagnon, Jeff  
**Cc:** Mealy, Dean; Jones, Danny; Monroe, Luecinda J.  
**Subject:** RE: CAP GOVT Log Sheets for August & September

Good afternoon Randy,

The overall time associated with the invoices appear to be valid. However, Mr. Jones had some concerns regarding some of the time spent on a most of the inspections. We will need to sit down with our building inspectors to go over all of the details. Luecinda, could you squeeze us in for about an hour next week to go over these invoices? Thanks for your time and have a wonderful day!

DeAndrae Spradley, Principal Planner

**From:** Wood, Randy  
**Sent:** Thursday, November 03, 2016 11:13 AM  
**To:** Gagnon, Jeff <Jgagnon@Rivierabch.com>; Spradley, DeAndrae L. <Dspradley@Rivierabch.com>  
**Cc:** Mealy, Dean <dmealy@Rivierabch.com>  
**Subject:** FW: CAP GOVT Log Sheets for August & September

Jeff & DeAndrae,

Confirming telephone conversation of this morning, 11/03/16, with Jeff Gagnon, please review the attached CAP Employee Time Logs submitted for August & September as additional supporting documentation for the attached Invoice No. 0003858, dated 9-02-16, for a total of \$22,587.50 and Invoice No. 0003922, dated 10/10/16, for a total of \$46,416.25 and advise.



**Randy Wood**

**Contract Administrator**

2051 MLK Blvd, Suite 310 | Riviera Beach, FL 33404

**P. 561.845.3480 | C. 561.303.9871**

[rwood@rivierabch.com](mailto:rwood@rivierabch.com)

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*Manager, Dean [Mealy@dmealy@rivierabch.com](mailto:dmealy@rivierabch.com) with feedback.*

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**Sent:** Thursday, November 03, 2016 10:37 AM  
**To:** Mealy, Dean <dmealy@Rivierabch.com>  
**Cc:** Jones, Danny <ddjones@Rivierabch.com>  
**Subject:** FW: CAP GOVT Log Sheets for August & September

Dean,

Attached Employee Time Logs for August & September provided by CAP is forwarded for our use & information.



**Randy Wood**

**Contract Administrator**

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[www.cityofrivierabch.com](http://www.cityofrivierabch.com)

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**Cc:** Carlos A. Penin <[cap@capfla.com](mailto:cap@capfla.com)>  
**Subject:** CAP GOVT Log Sheets for August & September

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Thank You,  
Jennifer



cap government

**Jennifer Mellies**  
Comptroller  
O 786.515.0969  
F 305.448.1712  
C 954.661.6871  
[www.capfla.com](http://www.capfla.com) | [jmellies@capfla.com](mailto:jmellies@capfla.com)  
343 Almeria Avenue, Coral Gables, FL 33134

**Jones, Danny**

---

**From:** Mealy, Dean  
**Sent:** Thursday, November 17, 2016 1:39 PM  
**To:** Gagnon, Jeff  
**Cc:** Jones, Danny; Little, Rickey  
**Subject:** CAP Agreement  
**Attachments:** CAP Agreement 111716.pdf

Jeff,

Please find the executed agreement attached. Please process the invoices per the instructions outlined in the agreement.

Dean



**Dean Mealy, II**

---

**City Purchasing Director**

2051 MLK Blvd. Suite 310 | Riviera Beach, FL 33404

**P. 561.845.3477 | C. 561.402.5499**

[ddjones@rivierabch.com](mailto:ddjones@rivierabch.com)

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